

## APHIS ESF-11 Critical Roles & Responsibilities Under Pre/Post-Activation (In addition to Statutory Responsibilities)

Situation	Agency	Actions	Responsibilities
<b>Pre-Activation</b> <i>(e.g. H-120 or Standby notice from FEMA. Activation is likely or imminent)</i>	APHIS	<input type="checkbox"/> Advise REPM of possible activation and anticipated staffing needs for initial deployment. <input type="checkbox"/> Alert FNS, FSIS, DOI regional contacts of possible deployment. <input type="checkbox"/> Draft initial 7-day staffing plan for RRCC and/or JFO's to cover 24 hour shifts.	<input type="checkbox"/> Ensure an integrated response that provides for the safety and well-being of household pets (AC)
<b>Activation</b> <i>(Activation letter from FEMA is received)</i>	APHIS	<input type="checkbox"/> Forward activation letter to: <ul style="list-style-type: none"> <li>○ REPM</li> <li>○ National Coordinator</li> <li>○ APHIS HQ Financial</li> </ul> <input type="checkbox"/> Advise FEMA to use pre-scripted SOW for activation of APHIS <input type="checkbox"/> Alert FNS, FSIS, DOI regional contacts <input type="checkbox"/> Conference call with ESF-11 Regional POC's (and national if needed), APHIS Region. <input type="checkbox"/> Advise FEMA to use pre-scripted SOW for activation of APHIS. <input type="checkbox"/> Plan for short-term and long-term incident management objectives	

## APHIS ESF-11 Critical Roles & Responsibilities Under Pre/Post-Activation (In addition to Statutory Responsibilities)

<p><b>Upon Arrival at RRCC</b> (typically H-96 to H-72 during Hurricanes)</p>	<p>APHIS</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure MA is signed by FEMA and has correct tasking instructions are understood.</li> <li><input type="checkbox"/> If necessary, clarify whether or not this is a direct MA from FEMA, or a sub-tasking through another ESF primary agency.</li> <li><input type="checkbox"/> APHIS team readiness/deployment depending on additional MA's from FEMA.</li> <li><input type="checkbox"/> Forward electronic copies of MA's to: <ul style="list-style-type: none"> <li>○ REPM</li> <li>○ National Coordinator</li> <li>○ APHIS HQ Financial</li> </ul> </li> <li><input type="checkbox"/> Alert FNS, FSIS, DOI regional contacts</li> <li><input type="checkbox"/> Subtask other USDA agencies for support as needed.</li> <li><input type="checkbox"/> Consult with DOI on need to activate and relay information to FEMA.</li> <li><input type="checkbox"/> Finalize ESF-11 (7) day staffing plan for RRCC and/or JFO's.</li> <li><input type="checkbox"/> Receive accounting code from APHIS HQ for activation MA.</li> <li><input type="checkbox"/> Maintain a daily shift log of events.</li> <li><input type="checkbox"/> Establish and maintain files of pertinent correspondence, reports, and other information generated.</li> <li><input type="checkbox"/> Ensure 24/7 reach-back capability: <ul style="list-style-type: none"> <li>○ APHIS Regional EOC</li> <li>○ FNS, FSIS, DOI</li> </ul> </li> <li><input type="checkbox"/> Complete 7-day staffing plan for RRCC and/or JFO's to cover 24 hour shifts.</li> <li><input type="checkbox"/> Begin Roster and MA tracking forms</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Expedites requests for emergency assistance.</li> <li><input type="checkbox"/> Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams (VMATs), existing State veterinary emergency response teams, and voluntary animal care organizations to respond.</li> </ul>
---	--------------	--	---

## APHIS ESF-11 Critical Roles & Responsibilities Under Pre/Post-Activation (In addition to Statutory Responsibilities)

<p><b>Event Imminent</b> (typically H-72 to H-48 for Hurricanes, major evacuations may be underway)</p>	<p>APHIS</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure APHIS liaisons are in contact with state counterparts</li> <li><input type="checkbox"/> Ensure requests for assistance from States are sent through the State EOC's.</li> <li><input type="checkbox"/> Complete/revise staffing plan for field teams with locations and duration estimate of deployment. <ul style="list-style-type: none"> <li><input type="checkbox"/> Relay resource needs/types to REPM</li> </ul> </li> <li><input type="checkbox"/> Complete situation reports</li> <li><input type="checkbox"/> Attend meetings and participate in FEMA planning processes.</li> <li><input type="checkbox"/> Report back to the POC for each part of ESF #11 based on daily situation reports.</li> <li><input type="checkbox"/> Provide situation reports to ESF-11 desk at NRCC and to REPM.</li> <li><input type="checkbox"/> Plan to evacuate any APHIS support personnel in harms-way 24 hours to arrival of event.</li> <li><input type="checkbox"/> Subtask other USDA agencies for support as needed.</li> <li><input type="checkbox"/> Consult with DOI on need to activate and relay information to FEMA.</li> <li><input type="checkbox"/> Continue to revise staffing plan as additional resources are deployed.</li> <li><input type="checkbox"/> Update Deployment Roster and MA tracking forms <u>DAILY</u>.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinates with ESF #6 on mass evacuation and sheltering of household</li> <li><input type="checkbox"/> Support DHS by identifying and managing available resources to support the evacuation and shelter of household pets.</li> <li><input type="checkbox"/> Provides technical support and subject-matter expertise regarding the safety and well-being of household pets.</li> <li><input type="checkbox"/> Conducts critical needs assessments for household pets.</li> <li><input type="checkbox"/> Expedites requests for resources to assist in evacuating and sheltering household pets.</li> <li><input type="checkbox"/> Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.</li> <li><input type="checkbox"/> Expedites requests for emergency assistance.</li> <li><input type="checkbox"/> Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams (VMATs), existing State veterinary emergency response teams, and voluntary animal care organizations to respond.</li> </ul>
---	--------------	---	---

## APHIS ESF-11 Critical Roles & Responsibilities Under Pre/Post-Activation (In addition to Statutory Responsibilities)

<p><b>Catastrophic Event</b> (H-0 for Hurricanes which is typically arrival of Tropical Storm force winds on the coast – 39 mph or &gt;)</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure APHIS support personnel are safe.</li> <li><input type="checkbox"/> Ensure MA's for post "Surge" are signed by FEMA and has correct tasking instructions are understood.</li> <li><input type="checkbox"/> Forward electronic copies of MA's to: <ul style="list-style-type: none"> <li>○ REPM</li> <li>○ National Coordinator</li> <li>○ APHIS HQ Financial</li> </ul> </li> <li><input type="checkbox"/> Receive accounting codes from APHIS HQ for post "Surge" MA's.</li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist States/FEMA with laboratory and captive wildlife/exotic animals during disasters.</li> <li><input type="checkbox"/> Assist States/FEMA with production/agricultural animals during disasters.</li> <li><input type="checkbox"/> In responding to an emergency under own authorities that requires a coordinated response through the <i>National Response Framework</i>, APHIS coordinates with agencies affiliated with appropriate ESFs and other annexes, including the coordinating agency for the Worker Safety and Health Support Annex, to ensure appropriate measures are in place to protect the health and safety of all workers, including volunteers.</li> <li><input type="checkbox"/> Expedites requests for emergency assistance.</li> </ul>
--	--	--	--

## APHIS ESF-11 Critical Roles & Responsibilities Under Pre/Post-Activation (In addition to Statutory Responsibilities)

<p><b>Post Event</b> (Typically H+24 to H+72 for Hurricanes)</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Execute or ensure support agencies execute contracts and procure goods and services as needed.</li> <li><input type="checkbox"/> Ensure financial and property accountability for APHIS activities supporting ESF #11 operations, including monitoring expenditures to ensure the mission assignment dollar limitation is not exceeded.</li> <li><input type="checkbox"/> When it is anticipated that the dollar limitation set forth in the mission assignment will be exceeded, submitting an Action Request Form (ARF) for additional funding.</li> <li><input type="checkbox"/> Work with appropriate private sector organizations to maximize use of all available resources.</li> <li><input type="checkbox"/> Manage MA's and coordinate tasks with support agencies, as well as appropriate State agencies, including ensuring that the mission assignment is completed and approved and that tasking instructions are understood.</li> <li><input type="checkbox"/> Revise and track staffing resource plans for staffing various posts.</li> <li><input type="checkbox"/> Track Task Orders for each MA including expenditures.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct situation assessments to determine the critical needs of household pets</li> <li><input type="checkbox"/> APHIS provides appropriate services to include inspection, quarantine enforcement, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings and takes such other measures as necessary.</li> <li><input type="checkbox"/> APHIS, under the Plant Protection Act and the Animal Health Protection Act, enforces interstate quarantines and coordinates with the States to ensure the establishment of appropriate intrastate quarantines.</li> <li><input type="checkbox"/> Expedites requests for emergency assistance.</li> </ul>
--	--	--	--